


<b>POLICY 102</b>	<b>COMMUNICATIONS/CALL PRIORITIZATION</b>	
	REVISED: 12/97; 06/00, 06/12, 02/13, 03/14, <b>8/17</b>	RELATED POLICIES: <b>306,</b> <b><u>212.1</u></b>
	CFA STANDARDS:	REVIEWED: AS NEEDED

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### A. PURPOSE

The Fort Lauderdale Police Department is a full-service agency prepared to respond to any type of emergency or call for service received from the community we serve, 24 hours a day, 7 days a week. The Regional Communications Center is most often the first point of contact between the community and Department. The policies in this section through a partnership with the Broward Sheriff's Office and the Regional Communications Centers will govern how calls for service are received, evaluated, prioritized and dispatched.

### B. USE OF RADIO

Refer to the Operations manual for the use of Department-issued radios. The Operations Manual can be located in Training.

1. Talk group designations
  - a. Patrol, District 1
  - b. Patrol, District 2
  - c. Patrol, District 3
  - d. Teletype
  - e. Records (City teletype)

- f. TTY-CW14 (County Teletype)
  - g. INFO-CW16 (County Info)
  - h. BCMOPS15 (County Dispatch Channel)
  - i. 8TAC91 (State Dispatch Channel)
  - j. Various tactical and specialized unit talk groups
2. Radio Codes: Use only Broward County Uniform Codes and Signals and the International Phonetic Alphabet.

<u>Type</u>	<u>Incident Description</u>
1	Drunk Driver
2	Drunk Pedestrian
3	Hit & Run (Delayed)
3	Hit & Run (Just Occurred)
3I	Hit & Run w/injuries (Delayed)
3I	Hit & Run w/injuries (Just Occurred)
4	Accident Minor (Delayed)
4	Accident Minor (Just Occurred)
4E	Accident Rollover or Extrication
4H	Accident Highway
4I	Accident w/injuries
5	Murder
6	Escaped Prisoner
7	Dead Person
8	Missing Person
8E	Missing Person (Endangered)
8R	Missing Person (Recovered)
9A	Stolen Tag Attempt (Delayed)
9A	Stolen Tag Attempt (Just Occurred)
9	Stolen Tag (Delayed)
9	Stolen Tag (In Progress)
9	Stolen Tag (Just Occurred)
9R	Stolen Tag Recovery
10	Stolen Vehicle (Delayed)
10	Stolen Vehicle (In Progress)
10	Stolen Vehicle (Just Occurred)
10R	Stolen Vehicle (Recovery)
11	Abandoned Vehicle
12	Reckless Driver
13I	Suspicious Incident
13P	Suspicious Person (Delayed)
13P	Suspicious Person (Delayed w/weapon)
13P	Suspicious Person (In Progress)
13P	Suspicious Person (In Progress w/weapon)
13P	Suspicious Person (Just Occurred)

13P Suspicious Person (Just Occurred w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (Delayed)  
 13PS Suspicious Person - School, Daycare, Child Facility (Delayed w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (In Progress)  
 13PS Suspicious Person - School, Daycare, Child Facility (In Progress w/weapon)  
 13PS Suspicious Person - School, Daycare, Child Facility (Just Occurred)  
 13PS Suspicious Person - School, Daycare, Child Facility (Just Occurred w/weapon)  
 13V Suspicious Vehicle (Delayed)  
 13V Suspicious Vehicle (In Progress)  
 14 Information  
 15 Special Detail  
 16 Child/Elderly Abuse (Delayed)  
 16 Child/Elderly Abuse (In Progress)  
 16C Child/Elderly Abuse CPIS/DCF  
 17 Contact  
 18 Felony WARRANT  
 19 Misdemeanor WARRANT  
 20 Mentally Ill Person  
 21A Breaking & Entering (Burglary) Attempt (Delayed)  
 21A Breaking & Entering (Burglary) Attempt (Just Occurred)  
 21B Breaking & Entering (Burglary) Boat (Delayed)  
 21B Breaking & Entering (Burglary) Boat (In Progress)  
 21B Breaking & Entering (Burglary) Boat (Just Occurred)  
 21C Breaking & Entering (Burglary) Commercial (Delayed)  
 21C Breaking & Entering (Burglary) Commercial (In Progress)  
 21C Breaking & Entering (Burglary) Commercial (Just Occurred)  
 21R Breaking & Entering (Burglary) Residential (Delayed)  
 21R Breaking & Entering (Burglary) Residential (In Progress)  
 21R Breaking & Entering (Burglary) Residential (Just Occurred)  
 21U Breaking & Entering (Burglary) Unknown  
 21V Breaking & Entering (Burglary) Vehicle (Delayed)  
 21V Breaking & Entering (Burglary) Vehicle (Just Occurred)  
 22 Disturbance (Unknown Weapon)  
 22 Disturbance (Weapon)  
 22N Disturbance - Noise Complaint  
 22S Disturbance - School, Daycare, Child Facility (Weapon)  
 22S Disturbance - School, Daycare, Child Facility (Unknown Weapon)  
 24A Kidnapping/False Imprisonment Attempt (Delayed)  
 24A Kidnapping/False Imprisonment Attempt (Delayed w/weapon)  
 24A Kidnapping/False Imprisonment Attempt (Just Occurred)  
 24A Kidnapping/False Imprisonment Attempt (Just Occurred w/weapon)  
 24 Kidnapping/False Imprisonment (Delayed)  
 24 Kidnapping/False Imprisonment (Delayed w/weapon)  
 24 Kidnapping/False Imprisonment (In Progress)  
 24 Kidnapping/False Imprisonment (In Progress w/weapon)  
 24 Kidnapping/False Imprisonment (Just Occurred)  
 24 Kidnapping/False Imprisonment (Just Occurred w/weapon)  
 25BF Boat Marine-Fire

25CF Commercial Structure Fire  
25EH Electrical/Utility Fire  
25EV Elevator Rescue  
25HM Haz-Mat Incident  
25HR Heavy Rescue (Collapse, Cave-in)  
25OT Any fire not otherwise categorized  
25RS Residential Fire  
25SI Smoke Investigation  
25VF Vehicle Fire  
26 Drowning  
26OW Drowning - Open Water  
27S Prowler/Peeping Tom - School,Daycare,Child Facility  
27 Prowler/Peeping Tom  
29 Reckless Operation-Boat  
30A Larceny Attempt (Delayed)  
30A Larceny Attempt (Just Occurred)  
30 Larceny (Delayed)  
30 Larceny (In Progress)  
30 Larceny (Just Occurred)  
31 Assault (Delayed)  
31 Assault (Delayed w/weapon)  
31 Assault (In Progress)  
31 Assault (In Progress w/weapon)  
31 Assault (Just Occurred)  
31 Assault (Just Occurred w/weapon)  
32 Suicide - Suicide Attempt (Weapon)  
32 Suicide - Suicide Attempt (Unknown Weapon)  
32T Suicide - Suicide Threat (Unknown Weapon)  
32T Suicide - Suicide Threat (Weapon)  
33 Shooting (Delayed)  
33 Shooting (In Progress)  
33 Shooting (Just Occurred)  
34 Stabbing (Delayed)  
34 Stabbing (In Progress)  
34 Stabbing (Just Occurred)  
35A Sexual Assault Attempt (Delayed)  
35A Sexual Assault Attempt (Delayed w/weapon)  
35A Sexual Assault Attempt (Just Occurred)  
35A Sexual Assault Attempt (Just Occurred w/weapon)  
35 Sexual Assault (Delayed)  
35 Sexual Assault (In Progress)  
35 Sexual Assault (Just Occurred)  
36 Fight (Delayed)  
36 Fight (Delayed w/weapon)  
36 Fight (In Progress)  
36 Fight (In Progress w/weapon)  
36 Fight (Just Occurred)  
36 Fight (Just Occurred w/weapon)

37 Disturbance Juvenile (Unknown Weapon)  
37 Disturbance Juvenile (Weapon)  
37S Disturbance Juvenile - School, Daycare, Child Facility (Weapon)  
37S Disturbance Juvenile - School, Daycare, Child Facility (Unknown Weapon)  
38 Domestic Disturbance (Delayed)  
38 Domestic Disturbance (Delayed w/weapon)  
38 Domestic Disturbance (In Progress)  
38 Domestic Disturbance (In Progress w/weapon)  
38 Domestic Disturbance (Just Occurred)  
38 Domestic Disturbance (Just Occurred w/weapon)  
38V Domestic Disturbance Verbal  
39 Disturbance Neighbor (Unknown Weapon)  
39 Disturbance Neighbor (Weapon)  
40 Vandalism/Malicious Mischief (Delayed)  
40 Vandalism/Malicious Mischief (In Progress)  
40 Vandalism/Malicious Mischief (Just Occurred)  
40A Vandalism/Malicious Mischief Attempt (Delayed)  
40A Vandalism/Malicious Mischief Attempt (In Progress)  
40A Vandalism/Malicious Mischief Attempt (Just Occurred)  
41A Robbery - Attempt (Delayed)  
41A Robbery - Attempt (Delayed w/weapon)  
41A Robbery - Attempt (Just Occurred)  
41A Robbery - Attempt (Just Occurred w/weapon)  
41AR Robbery - Armed (Delayed)  
41AR Robbery - Armed (In Progress)  
41AR Robbery - Armed (Just Occurred)  
41HI Robbery - Home Invasion (Delayed)  
41HI Robbery - Home Invasion (Delayed w/weapon)  
41HI Robbery - Home Invasion (In Progress)  
41HI Robbery - Home Invasion (In Progress w/weapon)  
41HI Robbery - Home Invasion (Just Occurred)  
41HI Robbery - Home Invasion (Just Occurred w/weapon)  
41SA Robbery - Strong Arm (Delayed)  
41SA Robbery - Strong Arm (In Progress)  
41SA Robbery - Strong Arm (Just Occurred)  
41V Robbery - Vehicle/Carjacking (Delayed)  
41V Robbery - Vehicle/Carjacking (Delayed w/weapon)  
41V Robbery - Vehicle/Carjacking (In Progress)  
41V Robbery - Vehicle/Carjacking (In Progress w/weapon)  
41V Robbery - Vehicle/Carjacking (Just Occurred)  
41V Robbery - Vehicle/Carjacking (Just Occurred w/weapon)  
42 Child Molestation (Delayed)  
42 Child Molestation (In Progress)  
42 Child Molestation (Just Occurred)  
43 Lew-Lascivious Acts (Delayed)  
43 Lew-Lascivious Acts (In Progress)  
43 Lew-Lascivious Acts (Just Occurred)  
44 Boat-Marine Accident

44OW Boat-Marine Accident - Open Water  
45 Air Craft Crash  
451 First Alarm (Alert 1)  
452 Second Alarm (Alert 2)  
453 Third Alarm (Alert 3)  
46 Bomb Threat  
47 Vice Case (Non Drug)  
48 Open Door  
49A Audible Alarm  
49F Fire Alarm  
49G GPS Tracker  
49H Hold-Up Alarm  
49L Listening Alarm  
49M Medical Alarm  
49P PACE Alarm (Varda)  
49S Silent Alarm  
49SH Silent Hold-Up Alarm  
49SI Silent Intrusion Alarm  
49V Vehicle Alarm  
51 Trespassing  
51S Trespassing - School,Daycare,Child Facility  
52 Forgery-Counterfeit (Delayed)  
52 Forgery-Counterfeit (In Progress)  
52 Forgery-Counterfeit (Just Occurred)  
53 Embezzlement-Fraud (Delayed)  
53 Embezzlement-Fraud (In Progress)  
53 Embezzlement-Fraud (Just Occurred)  
54 Hijack Aircraft  
55 Explosion  
56 Beverage Violation  
57 Narcotics  
61 Gambling  
63 Impersonating Officer  
64A Larceny-Auto Parts Attempt (Delayed)  
64A Larceny-Auto Parts Attempt (Just Occurred)  
64 Larceny-Auto Parts (Delayed)  
64 Larceny-Auto Parts (In Progress)  
64 Larceny-Auto Parts (Just Occurred)  
65 Shoplifter (Delayed)  
65 Shoplifter (In Progress)  
65 Shoplifter (Just Occurred)  
66 Civil Matter  
67AP Medical - Abdominal Pain  
67AR Medical - Allergic Reaction  
67BH Biological Hazard  
67BU Medical - Burn  
67CK Medical - Choking  
67CP Medical - Chest Pain

67DB Medical - Diabetic  
 67EL Medical - Electrocution  
 67EX Medical - Heat/Cold Exposure  
 67F Medical - Fall No Injury  
 67FI Medical - Fall Injury  
 67HA Medical - Heart Attack  
 67HM Medical - Hemorrhage/Laceration  
 67IJ Medical - Injury  
 67OB Medical - Obstetrical  
 67OD Medical - Over dose  
 67OW Medical - Open Water  
 67PO Medical - Passed out  
 67SP Medical - Sick Person  
 67ST Medical - Stroke  
 67SZ Medical - Seizure  
 67T Medical - Interfacility Transport  
 67TB Medical - Trouble Breathing  
 67UM Medical - Unknown Medical  
 68 Police Service Call  
 69 Loose Farm Animal on Hwy  
 70AA Animal Call/Abuse  
 70AB Animal Bite  
 71 Snake Bite  
 72 Lost/Found Property  
 73 Traffic  
 74 Re-call  
 76 AOA (Assist Other Agency)  
 77 Code Enforcement  
 77WR Code Enforcement - Water Restriction  
 79 Stalker (Delayed)  
 79 Stalker (Delayed w/weapon)  
 79 Stalker (In Progress)  
 79 Stalker (In Progress w/weapon)  
 79 Stalker (Just Occurred)  
 79 Stalker (Just Occurred w/weapon)  
 83 Shots Fired/Weapons Complaint (Delayed)  
 83 Shots Fired/Weapons Complaint (In Progress)  
 83 Shots Fired/Weapons Complaint (Just Occurred)  
 911 911 Hang Up/Drop Off

3. Response Codes:

- a. Code 1: Normal response; obey all traffic rules and regulations.
- b. Code 2: Expedited response; officers will employ continuous use of emergency lights and intermittent use of siren as needed.

- c. Code 3: Any transmission preceded by an alert tone where there appears to be a danger of death or serious bodily harm may be run CODE 3. When running CODE 3, emergency lights and siren will be in operation continuously from start to finish.
4. Vehicle and Pedestrian Stops
- a. Vehicles: Give location, license number, license state, license type, color of vehicle, make of vehicle, race/sex, number of occupants and reason for the stop. All vehicle stops must be transmitted via radio and not entered in the CAD by officers in the field. Related policy 212.1
  - b. Pedestrians: Give location, reason for the stop, and a description of the subject(s).
5. Back-up Calls:
- All calls for back-up of another officer will be made routinely and safely. When an officer calls for an emergency back-up it will be run CODE 3. If an officer calls for a back-up and does not specify a code and cannot be re-contacted the response will then be CODE 3.

## **C. AUTHORITY OF THE POLICE DISPATCHER**

1. The authority to dispatch calls for services to Fort Lauderdale Police Department Personnel is delegated to the Broward County Regional Communications Centers and the Broward County Sheriff's Office Dispatchers by the Chief of Police.
- This authority is not to be questioned over the radio unless the following conditions exist:
- a. There is a true emergency.
  - b. There are questions regarding the safety of police officers or citizens.
2. Procedures for Resolving Complaints Related to Police Dispatchers (under conditions not described in C.1. above):
- a. If the complaint needs to be addressed immediately, supervisors will contact the Broward Sheriff's Office Communications Shift Duty Officers. The nature of the complaint and resolution must be emailed to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. This ensures that all complaints and resolutions are documented and tracked.
  - b. If a complaint is not an emergency, and is submitted orally or verbally by personnel, supervisors will forward the complaint to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. The complaint will be evaluated and a determination for submission will be



made. The Administrative Support Sergeant will forward the complaints to the Broward Sheriff's Office and the Office of Regional Communications for investigation. Once a complaint has been investigated and the result is determined, the Administrative Support Sergeant will disseminate the findings to the personnel making the complaint their chain of command.

- c. At no time should single complaints or questions of procedure, such as "can this be sent to SRO?" or "Isn't there a PSA?" be directed to the dispatcher.
  - (1). Line personnel with questions or complaints of this nature shall direct them to their immediate supervisor.
  - (2). Supervisors will direct such inquiries to Broward Sheriff's Communications Duty Officer or through the chain of command.
- 3. Resolving problems related to improper response by an officer:
  - a. Broward Sheriff's Office Communications personnel who have a complaint related to department personnel shall notify the district supervisor. The supervisor will take appropriate action as necessary. The nature of the complaint and resolution must be emailed to the Regional Dispatch Complaints (Regionaldispatchcomplaints) email group. This ensures that all complaints and resolutions are reviewed internally.

#### **D. ASSIGNMENT OF CALLS**

- 1. For the purpose of this order all requests for service will receive a dispatch priority upon entry into the CAD system. Responses are indicated by the use of priority numbers 1 through 4:
  - a. Priorities:
    - 1 - Immediate threat of bodily harm
    - 2 - Immediate threat of loss of property
    - 3 - Calls of a routine nature
    - 4 - Delayed calls that do not require an urgent response
- 2. The status is defined as follows:
  - a. Priorities 1 and 2
    - (1). Any bona fide threat to life or great danger of serious physical injury or major property damage or loss.
    - (2). Any active felony, violent misdemeanor or active incident that may result in either.

- (3). Any felony or violent misdemeanor that recently occurred and the logical probability exists that a suspect is near the scene or in the area and may be apprehended.
- (4). Any serious injury that may result in substantial personal harm including personal injury accidents.
- (5). Any incident involving exigent or unique circumstances such as snipers, threat of explosive devices, etc. that demands an immediate response.
- (6). Any incident on school grounds while class is in session, i.e. disturbances, trespassers, etc.

b. Priority 3 and 4

- (1). Any active incident that does not represent a significant threat to life or property.
- (2). Any non-active incident that involves a minor violation or offense such as noise complaints or loitering.
- (3). Any incident that involves non-criminal services such as bridge fishing complaints, parking violations, traffic services, inebriates, requests for transportation from the station, etc.
- (4). Any property damage motor vehicle accident that, from information received does not appear to represent a significant hazard to the free flow of traffic.
- (5). Any non-violent misdemeanor that is not in progress which because of its nature cannot be referred for a STATION REPORT.
- (6). Any felony of considerable delay (over one hour) where preservation of the scene or immediate investigation is not an issue.

c. Public Safety Aide (PSA)

- (1). PSA's will not be permitted to respond to any Code 1 calls.
- (2). PSA's will not be dispatched or respond to crimes in progress where there is a likelihood of the suspect(s) still being on scene or in the immediate area unless there is a sworn officer present.
- (3). If a PSA is dispatched to a call for service and it is found that the call no longer meets the threshold of what a PSA is allowed to handle (ie. missing person call appears to be a kidnapping, etc.), the PSA will immediately notify a supervisor who will make a decision as to the appropriate sworn officer response.

- (4). PSA's (when available) will be assigned first on all traffic related calls (i.e. accident, hit and run and traffic control). If the dispatcher is unsure if the PSA can handle certain calls, the field supervisor will be consulted for direction. PSA's are qualified, but not limited to, handling the following examples of calls for service;
  - (a). Disabled vehicles
  - (b). Prohibited parking complaints
  - (c). Missing persons
  - (d). Burglary vehicles
  - (e). Burglary businesses
  - (f). Threatening telephone calls
  - (g). Stolen vehicle
  - (h). Recovery of an unoccupied stolen vehicle
  - (i). Stolen tag
  - (j). Supplemental reports
  - (k). Larcenies
  - (l). Fraud/forgery

d. Station Report

A station report consists of all routine response calls, which are able to be handled by an employee over the telephone. No in-progress call is ever to be handled as "STATION REPORT".

e. No Police Response

- (1). All service calls received by the Police Department upon which no direct police response is necessary, for example: fires, sick persons, or miscellaneous assists. These calls are received by the Police Department but are referred to other agencies.
  - (a). The Dispatcher will advise the affected district of the nature of the call and the fact that Fire/Rescue is responding to an address, in the event the District Supervisor desires to provide assistance.
- (2). Missing juvenile runaway reports received from a state authorized facility (Juvenile Detention Center, halfway house, emergency shelter, etc.), per policy 213.0, section C.2.

- (3). Delayed Misdemeanor Larcenies (under \$300) will be sent to Station Report. If the reporter requires contact, an officer or PSA will respond to the location and document the complaint. In the event the reporting person is unable to make a report over the phone, they will be directed to the Police Department between the hours of 0800-1700 to meet with a station report employee. See related policy 212.1.
  - (a). If the victim requests a police response, the supervisor will ensure that a unit responds and handles the call accordingly.

## **E. PROCEDURES FOR POLICE SUPERVISORS**

Police Supervisors are expected to be aware of activity within their district and/or area of responsibility. Dispatchers will advise when calls are holding and no officers are available to handle.

District Supervisors shall when requested:

1. Assist the Dispatcher in assigning units to respond to delayed calls.
2. In appropriate cases, personally respond to the incidents.
  - a. Whenever the Fort Lauderdale Police Department is confronted with a situation or event requiring enhanced control and coordination of resources and personnel, a supervisor will respond and assume on-scene command until the situation is resolved or they are relieved by a person of higher rank.
  - b. Circumstances requiring on-scene command by a patrol supervisor or person of higher rank include, but are not limited to:
    - (1). Critical incidents such as hostage/barricaded subjects; large disturbances; plane or train crashes; fatal accidents; environmental and natural disasters.
    - (2). High-risk incidents such as the use of deadly force and pursuits.
    - (3). Any incident or situation which has the potential to affect the sensitivities of the various constituents and groups comprising the community. These incidents include, but are not limited to:
      - (a). Robbery
      - (b). Sexual Battery
      - (c). Aggravated Assault and Battery
      - (d). Other crimes against persons

- (4). Incidents which attract unusual media attention.
- (5). The injury of a department employee which requires immediate hospital care.

## **F. PROCEDURES FOR POLICE OFFICERS**

All officers engaged in patrol operations shall have constant access to radio communications. Officers are issued portable radios for two-way communication between patrol vehicles, the Communication Center, and specialty units.

1. Officers performing patrol duties are required to contact the Communications Division in the following circumstances:
  - a. At the beginning of shift;
  - b. To acknowledge a call from a dispatcher with call sign and location;
  - c. Upon arrival at a call;
  - d. When changing or updating a location while on a call;
  - e. When a call is completed;
  - f. When making an investigative or traffic stop; and
  - g. When going out of service.
2. Members in the field shall contact the Communications Division via radio when procuring external services to include:
  - a. Fire equipment;
  - b. Environmental and human services;
  - c. Fire Rescue/Ambulances;
  - d. Aircraft;
  - e. Wreckers;
  - f. Taxis; and
  - g. Other services which are not components of the agency.

## **G. COMPUTER AIDED DISPATCH HAZARD FILE INFORMATION FORM**

### **1. INTRODUCTION**

Computer Aided Dispatch includes a HAZARD FILE that notifies Dispatch that special conditions exist which may be a hazard to public safety personnel. Entry into this file may also be informational in nature, i.e. entry codes, known hearing

impaired individuals, etc. These files are entered based on address, not names. The exact address must be provided. Anytime there is HAZARD File response within the proximity of a location, a response will automatically alert personnel via the CAD. The HAZARD File information can be viewed by selecting the PREM/HAZARD tab on the incident screen.

## 2. RESPONSIBILITIES

- a. OFFICER - An officer identifying an immediate hazard should advise dispatch over the radio of the hazard. This on-air notification does not relieve the requirement to complete a form and forward it to the officer's immediate supervisor. If the hazard poses an immediate threat to responding officers, a copy of the Hazard File Form will be placed on the Patrol Briefing Board and read at subsequent briefings as an officer safety alert. The entry into the CAD system may take several days based upon the availability of data entry personnel.

The hazard form is to be used by officers wanting to add a hazard information notification to any particular location. This information must be kept as brief as possible. If the officer has knowledge of when the hazard will be eliminated, the officer shall indicate that information on the form.

An officer, responding to a hazard location, who finds that the hazard no longer exists, should cancel the hazard notification using the same form.

- b. SERGEANT - The sergeant shall review the submitted form to determine whether the information to be entered is pertinent and complete. The sergeant will sign and date the bottom of the form and forward it to the Regional Communications Center for entry into the CAD database.
- c. DISPATCHER - The dispatcher shall be required to notify responding officers of any hazard information which displays in the Hazard field on their screen. Dispatchers must be sure to review all of the hazard information, as some addresses have more than one entry.
- d. CAD Administrator - The CAD Administrator (or designee) shall be responsible for ensuring that the information contained on the form is entered precisely and immediately upon receipt. If, during the CAD Administrator's (or designee's) off-duty hours, the information is determined to warrant immediate entry into the system by a supervisor, the appropriate administrator shall be contacted via telephone so the entry may be made without delay. The date of entry and authorizing officer's name will be included. If a purge date is applicable, that will also be entered into the file.
- e. PURGE RESPONSIBILITY - The CAD Administrator will ensure that the file is purged as needed.